



Virginia Department of Transportation



Virginia Department of Transportation NOVA District Fairfax Permits Automated Permit Application System V 3.0

This program has been developed to facilitate the VDOT permit application process. Using the VDOT Automated Permit Application System (APAS), the customer inputs the data required by VDOT for the permit application(s), then exports the data to a disk. This disk is then submitted to NOVA Fairfax Permits as part of the permit application package. The customer can also print the permit application form.

Using the Program



Create Permit File

Click this button to enter new permit application information. You may also view other application information one record at a time.

Track Permits

You may use this to keep track of your permit numbers and issue/expiration dates. Note: DO NOT uncheck the **Written to Disk** check box except as noted in the Export Data section below. If you would like to keep track of permits that you have printed, check the **Permit Printed** box.

Export Permit File(s)

Insert a floppy disk. Click on the Export Permit File(s) to Diskette button. All new records will be copied to the diskette. If the SAVE to diskette failed, click on the TRACK PERMITS button on the main form. Uncheck the check boxes for only those records you want to export. Close the form and repeat the export.

Add Owner/Agent Information

This information is used on the actual Land Use Permit Application. You will only need to enter this information one time, unless some of the information changes.

Open Permit Application

This is the actual form that you will print out, sign and deliver to our Permits section. If any information on the form needs to be changed, you must make the change(s) in the Permit File you used to input the data. To print the application, go to **File, Print**, and choose **Selected Record(s)** in the Print Range option.

Update Route/Street File

You will receive periodic updates to the Route/Street file via e-mail as streets are added to our system. The e-mail will contain instructions on where to save the update file (C:\Program Files\VDOT APAS V3.0). You will then be instructed to click this button, which will update your database file with new streets. The update action will be invisible to you. Do not click the button more than once.

Entering the Permit Information

Add New Permit Record		Copy This Record		Close Without Saving	
Header Information					
Application Date:	Ext. Permittee #:	Job #:	Application #:	ADD TYPE:	County Code:
<input type="text" value="3/6/2003"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="P"/>	<input type="text" value="29"/>

If the Owner/Agent information is not already entered, you should enter it now by clicking on the **Add or Change Owner/Agent** button on the main form. If you have previously entered this information, there is no need to enter it again.

To create a new record, click on the **Add New Permit Record** button. If the majority of information you will be entering is the same as a previous record, locate the record, click on **Copy This Record** and edit the changed data. You may also **Close Without Saving**. Note: This will delete any data you entered on this record only.

Enter the permit information using the drop down selection boxes wherever possible (hovering over the field name will display a complete description of the field).

Application Date:	The date that the application will be submitted to VDOT.
Ext. Permittee No.:	Your extended permittee number is a combination of your Federal Tax-ID number and a location ID number assigned by our system. If you do not know your extended Permittee Number, please contact our office.
Job No.:	Permittee job or reference number for this permit.
Application No.:	Reference number for this batch of permits. Enter your company initials (all caps) or the first three letters of the company's last name (all caps) followed by the application month and day. For example, Dominion Virginia Power submitting an application on August 29, 2002 should have an application number of DVP0829.
Add Type:	Always "P" and is entered by the system.
County Code:	Select "29" for Fairfax County and "00" for Arlington County.

Bond/Surety Information				
Bond Amount: <input type="text" value="0"/>	Obligation Amount: <input type="text" value="0"/>	Surety Company Name: <input type="text"/>	Bond Type: <input type="text"/>	
Surety Type: <input type="text"/>	Permit Function: <input type="text"/>	Check/Coupon/MO #: <input type="text"/>	Surety Account #: <input type="text"/>	Total Fee: <input type="text"/>

Bond Amount: The total dollar amount of the surety.
 Obligation Amount: The dollar amount of the portion of the bond that will be obligated to this permit.
 Bond Co. Name: The name of the bond company if the surety is a bond; the name of the bank if a letter of credit is posted; or the name of the bank account that the check is drawn from if a check is posted.
 Bond Type: Select "BC" for a continuous bond or "SP" for a single performance bond (one-time use).
 Surety Type: Select "B" for bond, "L" for letter of credit, "C" for check, "W" if the surety requirement is waived, "O" for ordinance, or "R" for resolution.
 Permit Function: A list of individual work items abbreviated. Select from the drop box. If multiple functions are necessary, select the first function and type the rest. For example, for street tie-in, waterline, pavement marking, and storm sewer, you would select "ST" for street tie-in, then type in "WL" for waterline, "PM" for pavement marking, and "SS" for storm sewer so that the display reads "STWLPMSS." A maximum of five work items may be entered.
 Check Number: The coupon number, money order number, or check number used to pay the fees for this permit.
 Account Number: The surety account number.
 Total Fees: This field is calculated by the program.

Work Primary Location		
Street Name: <input type="text"/>	VDOT ROUTE #: <input type="text"/>	TAXMAP: <input type="text"/>

Work Relative Location			
<i>Between</i>			
Street Name: <input type="text"/>	VDOT Route # <input type="text"/>	and Street Name: <input type="text"/>	VDOT Route #: <input type="text"/>

Street Name: For all street name fields, select the appropriate street name from the list.
 Route Number: This field should be automatically filled by the system with the route number corresponding to the street name entered.
 If the route number corresponds to multiple street names, the street name will automatically revert to the street that is first on the list. To correct this, the correct street name must be re-selected from the list, and the mouse must be used to move to the next field. Tabbing through the route number field will cause the street name to change again.
 Tax Map: Select the Fairfax County tax-map number that the project is located in from the list. If the project spans multiple tax-maps use the tax-map of the starting point.

Work Description	
Line 1:	<input type="text"/>
Line 2:	<input type="text"/>
Line 3:	<input type="text"/>
Line 4:	<input type="text"/>

Work Description: Enter the description of proposed work. The description should be limited to a general description of each work item. For example, "Turn lane, storm sewer, water line, drainage structure."

Fees		
Permit Term Requested:	<input type="text"/>	Estimated Cost of Work: <input type="text"/>
	Description	Amount
Line 1:	<input type="text"/>	<input type="text" value="0"/>
Line 2:	<input type="text"/>	<input type="text" value="0"/>
Line 3:	<input type="text"/>	<input type="text" value="0"/>
Line 4:	<input type="text"/>	<input type="text" value="0"/>
Total Fees:		<input type="text"/>
<input type="button" value="Click to Close Form"/>		

Permit Term Requested:

Est. Cost of Work:

Fees (Description): Enter the specific details of each proposed work item. For example, "350' turn lane, 400' waterline, 2' drainage structures, 500' sidewalk, 500' curb/gutter." It may be necessary to combine work items on a line so that all work items are listed.

Fees (Amounts): Type the fees charged and paid for all work items in the description line.

Total Fees: This field is calculated by APAS.

To add another permit record scroll to the top of the page and click on the appropriate button. When all permit records have been entered, click the **Close Form** button at the bottom of the page to close the form.

Minimum System Requirements

Windows 95 or higher, 32 MB of RAM, 32-bit processor, CD-ROM and floppy drive

Software Requirements

This program operates in a Runtime version of Microsoft Access. It is not necessary to have Microsoft Access software installed on your computer.

Installation

Insert the CD into your CD drive. The CD should start the setup program automatically. If it doesn't, click START, RUN, and type D:/setup.exe (where D is the CD drive). The installation program will begin. Follow the prompts to complete the installation.

To run the program, click on START, PROGRAMS, VDOT APAS V3.0, VDOT APAS V3.0.

FAQs

- Q: Instead of **Permittee Number**, APAS now has an **Extended Permittee Number** field. What is an extended permittee number?
- A: Your extended permittee number is a combination of your Federal Tax-ID number and a location ID number assigned by our system. An extended permittee number is only assigned for a particular Federal Tax-ID number once a permit has been applied for using that Tax-ID number, and is different for each contact/location for a company even if they have the same Federal Tax-ID number.
- Q: How do I find out what my **Extended Permittee Number** is?
- A: Contact our office at (703) 383-2888. Please have your Federal Tax-ID number, along with your address, contact name, and phone number so we can verify your information.
- Q: What is my **Application No.**?
- A: It is a reference number for the batch of permits. It should be the same for all permit records that will be submitted as part of the batch. Enter your company initials (all caps) or the first three letters of the company's last name (all caps) followed by the application month and day. Refer to the guidelines for more information.
- Q: I entered the street name, tabbed over to the tax map number field, and the street name changed. How do I correct this?
- A: Using your mouse, click into the **Street Name** field for the street that changed. Locate the correct street name by either typing the name in or selecting the name from the drop down menu. Without tabbing, click into one of the **Work Description** lines.
- Q: My job is located in Arlington County, and I am not within the Fairfax County tax-map boundaries. What do I put for my tax-map number?
- A: 00
- Q: Which check number should I put in the **Check/Coupon/MO No.** field if I have a check for my fees and a check for my surety?
- A: Both. Enter your fee check number first and surety check number second separated by a comma (e.g. "2234,46998").
- Q: I have submitted my permit disk but it was rejected. How do I access the record to change it and put it on another disk?
- A: At the main form, click on the **Track Permits** button. Locate the record that you would like to change and rewrite to disk, and uncheck the **Written to Disk** box for that record.
- Q: I have several permit applications that I want to submit at the same time. They all require APAS disks. Do I need to submit three separate disks?
- A: No. Several permit applications submitted together is a batch. There should only be one disk per batch, one file per disk. You should enter all three permit files in APAS, and export to disk once. You will end up with an MS Excel file on the disk with three rows.
- Q: What should I do if I get an error while running APAS?
- A: Contact our office at (703) 383-2888. You should have a printout of the error available or the error still on the screen.